

A Guide to Completing StudentTranscripts

Step 1: Sign up for a BCeID - [Click here for the link](#). This ID can be used for many BC Gov't services, but must be done for the Transcript Service.

- Provincial Scholarships Program
- Order Transcripts and Certificates**
 - Transcripts
 - Certificates
 - GED®
- StudentTranscripts Services Help

or [district office](#).

[General Education Development \(GED®\)](#)

- GED® records from 1973 to 2014 are retained by the Ministry of Education

StudentTranscripts

If you have a [Personal Education Number \(PEN\)](#)

You will need a BCeID to access the StudentTranscripts Service

[Log in with BCeID](#) [Sign Up for a BCeID](#)

You need to create a BCeID first!

If you do not have a [Personal Education Number \(PEN\)](#)

You do not have a PEN if you attended a B.C. K-12 school before 1993, or if you never wrote a B.C. provincial exam (introduced in 1986). If you do not have a PEN, please order below.

[Place an Order Without a PEN](#)

The StudentTranscripts application collects personal information for the purposes of verification to authorize you to access your own student records or in some cases, where automated access is not possible, to retrieve and/or mail your student record information. This is collected by the Ministry of Education under section 26(c) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection of this personal information, please contact:

Transcripts Administrator


PO Box 9886 Stn Prov Govt
Victoria B.C. V8W 9T6
studenttranscripts@gov.bc.ca

How do I Find My PEN?

You can find your nine-digit PEN by:

Checking your student records at

Step 2: You need to now register for Student Transcript service.

 **BCeID**

Alexander, Scott+ | [Manage Account](#) | [Logout](#)

[Types of BCeID](#) | [Service Directory](#) | [Locations](#) | [Agreements](#) | [FAQs](#) | [Contact Us](#)

Registration Complete

A confirmation email has been sent to you for your records.

BCeID Account Information

Registration Date:	January 30, 2018
Account Type:	Basic BCeID
User ID:	123456789
Given/First Name:	Scott
Surname:	Alexander
Email:	scottalexander@bc.ca
Phone:	

[Basic BCeID Terms of Use](#)

[Continue to StudentTranscripts](#)

Click here and now you need to register for the StudentTranscripts
This will take a few steps to register - don't forget to verify your account in your email

Do you use other government services?

You can use your BCeID account to log in to [participating government services](#).

BCeID Help Desk is open Monday to Friday (except statutory holidays) from 7:30am to 5:00pm Pacific Time / 8:30am to 6:00pm Mountain Time.

☎ 1 888 356-2741 (Canada and USA toll free)
☎ 604 660-2355 (Within lower mainland or outside Canada and USA)
✉ Contact us using our [online form](#)

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Step 3: You will need to verify your registration through your email - have two tabs open on your browser.

To complete login with your BCeID, review your BCeID account activity.

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - if you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

BCeID Account Activity

Last Logins with Your BCeID
January 8, 2018 at 4:55 PM
October 24, 2017 at 1:14 PM

When do you want to review your BCeID account activity?
By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at [www.bceid.ca](#).

☐ Do not show me BCeID account activity when I log in

Continue

Your BCeID account

Go to [www.bceid.ca](#) to manage your account. You can update your email, contact information, login preferences, and more. We recommend you keep your email address up to date.

[Manage your BCeID account](#)

Need help?
[Contact the BCeID Help Desk](#)

Once you have verified your registration through your email, and logged in again (takes a few steps), you will arrive at this page

Step 4: Register for the StudentTranscript service.

Logged in as Scott Alexander | Help | Log Off

Register for StudentTranscripts

Welcome Scott Alexander.
You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.

* Indicates a required field

Student Information you use(d) in your School of Record

Please ensure that your student information you enter matches the information at your school of record.

Personal Education Number (PEN) *

Don't have a PEN?

First Name *

Middle Name

Last Name *

Date of Birth (dd/mm/yyyy) *

Contact Information

Please ensure your contact information is correct and up to date in order to receive email about your StudentTranscript Services account.

Email *

Phone Number

Collection Notice

The StudentTranscripts application collects personal information for the purposes of verification to authorize you to access your own student records or in some cases, where automated access is not possible, to retrieve and/or mail your student record information. This information is collected by the Ministry of Education under section 26(c) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection of this personal information, please contact:

Transcripts Administrator
PO Box 9886 Stn Prov Govt
Victoria B.C. V8W 9T6
studenttranscripts@gov.bc.ca

Step 5: Now that you have verified your account, you can send/order transcripts.

The screenshot shows the StudentTranscripts dashboard. At the top, there's a header with the British Columbia logo and 'StudentTranscripts' text. Below the header, the 'My Dashboard' section welcomes the user and lists services. Two red arrows point to 'Send/Order Your Transcript' under 'Transcripts & Certificates' and 'View Your Transcript' under 'Marks & Scholarships'. A red text label 'Choose this link' is placed between the two arrows. A system notice box at the bottom states: 'Your transcript will have all the classes you have taken at school - your grade 12 grades will be added when you complete your grad requirements'. The footer contains navigation links and version information.

BRITISH COLUMBIA StudentTranscripts

Logged in as [User Name](#) | [Help](#) | [0 item\(s\) in cart](#) | [Log Off](#)

My Dashboard

Welcome to StudentTranscripts. Please select from the services below.

Transcripts & Certificates

- [Send/Order Your Transcript](#)
- [Order Your Graduation Certificate](#) - Only available if you have graduated. Contact your school if you have questions about your graduation status.
- [View Your Post-Secondary Institution Choices](#)

Marks & Scholarships

- [View Your Transcript](#) - Last Updated January 25, 2018
Your transcript has your graduation status
- [View Your Provincial Examinations/Assessment Results](#) - Last Updated January 28, 2018
- [View Your Scholarships](#) - No scholarships to report

Account Information

- [View Your Profile](#)
- [Update Your Contact Information](#)
- [View Your Order Activity](#)

System Notice(s)

Your transcript will have all the classes you have taken at school - your grade 12 grades will be added when you complete your grad requirements

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Step 6: Give consent to the Ministry of Ed to send your marks.

The screenshot shows the 'Send Your Transcript' page. It includes a 'Privacy Notice' section with a paragraph about data collection and a 'Consent' checkbox. A red arrow points to the 'I consent' checkbox, with a red text label 'Consenting to sending your grades is the important step!'. Below the consent section, there are two options: 'Send Transcript' and 'Send your transcript to an employer(s), yourself, or anyone'. A red arrow points to the 'Send Transcript' button, with a red text label 'Click here next'. The footer contains navigation links and version information.

BRITISH COLUMBIA StudentTranscripts

Logged in as [User Name](#) | [Help](#) | [0 item\(s\) in cart](#) | [Log Off](#)

[Back to My Dashboard](#)

Send Your Transcript

Privacy Notice

Personal information on this site is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. By clicking on the "I consent" checkbox below you are providing the British Columbia Ministry of Education with your consent, effective immediately, to use the information you submit, as well as your transcript and secondary school certificate information, for the purpose of providing the service(s) you have requested, including providing copies of your transcript and/or certificate as requested. If applicable, you are also consenting to the disclosure of the transcript and/or certificate that you have identified for the purpose of providing that transcript and/or certificate to the person and/or organizations you have identified.

Questions about the collection of this information should be directed by email to:
Transcript Administrator studenttranscripts@gov.bc.ca or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC, V8W 9T6.

☐ I consent

Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- [Send Transcript](#)

Send your transcript to an employer(s), yourself, or anyone

- [Send an Electronic Transcript \(by PDF download\)](#)
- [Send a Printed Transcript \(by mail\)](#)

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Step 7: Select ALL the schools you are applying to - even the ones you are just considering.

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Choose Send Options for University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

UNIVERSITY OF VICTORIA
PO BOX 3025 STN CSC, VICTORIA, BC, CA, V8W3P2

☐ Send my printed transcript now. [Help?](#)

☒ Send Interim and Final Marks when they become available. [Help?](#)

[< Previous Step](#)

Go to Next Step >

[Cancel Request](#)

Select this one for grade 12's

This is VERY important - you transcripts will be complete once your English 12 exam is marked and finalized in early July

Step 8: Choose the 2nd option for ALL schools you have selected.

[< Back to My Dashboard](#)

Send Copy of Transcript to University, College or Other Post-Secondary Institution

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List Search by Name

Canadian Institutions International Institutions

Province British Columbia

Choose the Province 1st

Available Institutions
THINK TANK TRAINING CENTRE LTD
THOMPSON CAREER COLLEGE
THOMPSON RIVERS UNIVERSITY
TRINITY WESTERN UNIVERSITY (LANGLEY)
TRU SPA INSTITUTE OF AESTHETICS LTD
UA PIPING INDUSTRY COLLEGE OF BC
UBC Sauder Real Estate Division
UNIVERSITY CANADA WEST - ONLINE
UNIVERSITY OF BC-UBC-ALL CAMPUSES
UNIVERSITY OF NORTHERN BC
UNIVERSITY OF THE FRASER VALLEY
VANCOUVER 12 FIELD AMBULANCE
VANCOUVER ACADEMY OF DRAMATIC ARTS
VANCOUVER ACADEMY OF MUSIC

Find your school

[move to list >](#)
[< remove to list](#)

Selected Institutions
UNIVERSITY OF VICTORIA

The school you select will move to this column.

Step 9: Add to cart

[< Back to My Dashboard](#)

i PSI selections are intended for students in Grade 12 to send their interim and final marks to the post-secondary institutions to which they have applied. Students in Grades 10 or 11 should not select 'Send Interim and Final Marks' when available.

Confirm University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 3: Please confirm the order information below is correct. Then click Add Order to Cart. Your transcripts will not be sent until your Shopping Cart order is completed.

UNIVERSITY OF VICTORIA
PO BOX 3025 STN CSC, VICTORIA, BC, CA, V8W3P2
There is no preview to confirm. This institution will receive your interim marks electronically in May and/or your final marks in July.

Remove

☒ I have reviewed my order and course information.


[< Previous Step](#)

Add Order to Cart

[Cancel Request](#)

Make sure all your schools are in this list and add to cart

Step 10: Last step!

 **StudentTranscripts**

Logged in as [Guest User](#) | [Help](#) | 1 Item(s) in cart | [Log Off](#)

[< Back to My Dashboard](#)

Shopping Cart

Please note that your transcripts and/or certificates will not be sent to the specified recipients until you checkout. Items remaining in your shopping cart, after you log out or close your browser, will not be available.

Transcripts going to a Post-Secondary Institution:

Recipient	Order Item	Request	Quantity	Date	
UNIVERSITY OF VICTORIA	Transcript	Send when final marks available	1	2018-JAN-29	Remove

Cost:

Order Item Type	Quantity	Cost
Transcript to Post-Secondary Institution(s)	1	1 @ \$ 0.00
	Subtotal:	\$0.00
	Total Cost:	\$0.00

[Submit Order](#)

[Cancel](#)

Highschool students do not pay for this service - submit your order.

You are all done - remember - this is NOT self report but making sure your final transcripts sent once you complete your grad requirements!

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